

CHAPTER 5 PREPARATION OF FAA OPERATING CERTIFICATES

1. FORMS TO BE USED. FAA Form 8430.21 shall be used for an Operating Certificate. Air agency certificates are not affected by this section. They will continue to be issued in the current manner using the existing form.

3. REQUIRED INFORMATION. The following information must be typed on the form when preparing the certificate for issuance.

A. Legal Name. The certificate holder's legal name shall be entered directly below the words, "This certifies that." Any additional business names shall be placed on the certificate below the legal name.

(1) The additional business name will be preceded by the acronym "d/b/a" (doing business as).

(2) The certificate holder shall provide evidence that all business names have been authorized by the appropriate state or local government, as applicable.

(3) The Certificate Holding District Office (CHDO) should not restrict the number of d/b/a's used by a certificate holder. Should there be insufficient space on the certificate to accommodate all d/b/a's, the legal name and address should appear on the certificate with a notation to see an accompanying letter for a list of d/b/a's. FAR Part 125 operators will have d/b/a's placed on their operations specifications.

B. Address of Principal Base. The address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations.

C. Statement of Authority. The pre-printed certification statement of authority on FAA Form 8430.21 shall not be modified. However, the statement of authority must be completed by typing either "Part 125 Operations," "Rotorcraft External Load Operations," "Private Agricultural Aircraft Operations," or "Commercial Agricultural

Aircraft Operations Repair Station," as appropriate, in the space provided.

D. Certificate Number. The certificate number will be obtained from AFS-620 in accordance with Vol. 1, Ch. 9, Obtain Certificate Number For An Air Operator or Air Agency, and will be typed in the space provided on the form.

E. Effective Date. The date on which all requirements for certification were met will be entered in the space provided for the certificate effective date. If a certificate is to be amended because of an address change or a change of the Certificate Holding District Office, the date of original issuance will be retained on the amended certificate.

F. District Office Designator. The four-character alphanumeric designator of the Certificate Holding District Office and its city location shall be typed in the "issued at" space of the form. For example: EA16, Richmond, VA.

G. Signature. Operating certificates issued to air operators complying with FAR Parts 125, 133, or 137 and air agency certificates issued for FAR Part 145 shall be signed by the district office manager in the space provided. When the district office manager signs the certificate, the acronym of the region and the Flight Standards District Office acronym (FSDO) and FSDO number will be entered in the "title" space, e.g., ANM-FSDO-01.

5. CHANGE OF NAME. A change of legal name must be approached with care. Whatever the complexity of the legal name change, the change of name has the effect of a new certification and, therefore, a new certificate and certificate number will be issued. This does not include a change to a d/b/a, only the legal name.

A. Legal Authorization. The certificate holder must provide evidence that the change of legal name has been authorized by the appropriate state or local government, as applicable. The Aviation Safety Inspector (ASI), must be satisfied that the name change is not used to circumvent initial certification requirements.

B. *Sole Proprietor*. A sole proprietor who incorporates under state law is not treated as a name change only. This “new” person must meet all the initial certification

requirements of the Federal Aviation Regulations in order to be issued an operating certificate. However, the certification process, in this case, may not be as detailed as usual.